



P.O. Box 243 13 South Wisner Street Frederick, MD 21701  
p: 301.662.3261 or 1.800.888.7537 f: 301.663.6217

## ABOUT PRODUCT DONATIONS

At McCutcheon's we love to donate to worthy causes and have been very generous in the past. However, over the past several years the number of donation requests has been overwhelming. Therefore we have been forced to set some guidelines concerning requests for donations so that we may respond to the needs of the community in a fair and organized fashion.

- We will consider **ONLY** donation requests from **bonafide non-profit charities**.
- We do not make donations to private schools (regardless of religious affiliation), PTA's, or private teams, clubs or organizations unless they are a non-profit organization fundraising for a **specific charitable cause**.
- All requests must be made **in writing**, at least 30 days in advance of the related charitable event. Please include the date of the event, the charity to benefit from your event, what kind of donation you are looking for (i.e.: door prizes or silent auction items, etc.) your contact information and an email address.
- If we can honor your donation request you will be contacted by phone, mail or email. If your request is denied you will only receive a response by providing an email. **Providing an email contact will ensure the quickest response to your request.**
- Please allow at least 2 weeks for a response. After 2 weeks if you have not received a response you may send an email to [Info@McCUTCHEONS.COM](mailto:Info@McCUTCHEONS.COM). **Please DO NOT call our office to follow up a request.**
- You must make arrangements to pick up the donation during regular business hours.
- Please be patient. We are flooded with requests and it takes time and effort to sort through them all.

Please do not be offended if we cannot honor your request, even if we have in the past. We will do our best to serve the community in a fair compassionate fashion.

Sincerely,

McCUTCHEON'S APPLE PRODUCTS, INC.



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## REQUEST FOR PRODUCT DONATION

Name of Charitable Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Email \_\_\_\_\_ Phone \_\_\_\_\_

Charity to Benefit \_\_\_\_\_

Type of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Date Donation is Needed (must be at least 30 days out) \_\_\_\_\_

### Type of Donations Needed

- Door prize
- Beverage or snack items
- Silent auction or raffle item
- Other-please describe what you are looking for:

\_\_\_\_\_  
\_\_\_\_\_

Please email your request to **Info@McCUTCheons.com** or fax to 301.663.6217  
or you may drop off a request in person.

### Please Note:

All donations must be picked up in person, we cannot ship or mail donations.  
Please bring a copy of your email as authorization for your donation pick-up.  
Please do not call the office to follow-up a request, you may contact us by email at **Info@McCUTCheons.com**.